To the INCUMBENTS, and CHURCH-WARDENS, within the Archdeaconry of *SURRY*.

INtending, with God's leave, to viſit my Archdeaconry in a Parochial *way, I thought it convenient to tranſmit to you the following* Articles *and* Directions, *ſome time before; that you may ſee at one View, what it is the Laws require both of* You *and* Me, *and in what State and Condition the ſeveral* Churches, Chapels, *and* Manſions, *ought to be found.*

It is not eaſie, nor will it be material, to determine preciſely, in what Order, *and at what* Times, *the particular Pariſhes ſhall be Viſited; which muſt be done by degrees, and will depend upon Health and other Accidents. It is ſufficient, that Notice of the* Day *and* Hour *ſhall be given to each Pariſh, by a* Citation *in form; and if that Notice happens to be* ſhort, *there will be no room to complain of* Surprize, *after this* General Intimation; *which, it is to be hoped, will prove the means of finding ſome things in Order, that at preſent may be amiſs. I am*

Your Affectionate Brother and Servant,

Lambeth, July 1. 1711.

EDM. GIBSON.

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EDM. GIBSON.

Articles and *Directions*,

IN ORDER TO A

PAROCHIAL VISITATION

OF THE SEVERAL

CHURCHES and *CHAPELS*,

AND OF

The Houſes of all *Rectors*, *Vicars* and *Curates*,

IN THE

Archdeaconry of *SURRY*,

To be made by

EDMUND GIBSON, D. D. Archdeacon of *Surry*.

To which is Prefix'd,

A Brief Account of *Parochial Viſitations*, and of the *Right* and *Duty* of ARCHDEACONS to make them.

Printed in the Year M DCC XI.

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OF PAROCHIAL VISITATIONS, AND THE *RIGHT* and *DUTY* OF ARCHDEACONS to make them.

I. *NEXT to the performing of Divine Service in such due and solemn Manner as the Rubricks and Canons of our Church direct, nothing is more necessary to maintain the Honour of God's Publick Worship, than that the* Church, *and all things belonging to it, be preserved in a decent, regular and orderly State. Concerning which, as a Matter of great Consequence to Religion, the Laws of the Church in all Times have been very particular; and, because the* Bishop *is sufficiently employ'd in directing the* Clergy *in their Office and Function, and attending the more weighty Affairs of the Church; the same Laws have for many Ages charged the* Archdeacons, *in Sub-*

* Lib. *Rom. Ord.* among other Branches of the Duty of Archdeacons, mentions *Honorem & Reſtaurationem Eccleſiarum.* Decretal. Tit. de Offic. Archidiac. c. 1.

ſervience to the Biſhops, with the Care of the Fabrick, Utenſils, *and* Ornaments *of the Houſe of God.* *

In the ſame Title, it is ſaid, with regard to the Goods and Utenſils of the Church, *Quòd ſi quid ex eis vel negligentiâ vel cujuſquam fraude deperiit, tu* (ſpeaking to the Archdeacon) *hoc reatu adſtringeris, qui, per Archidiaconatûs Ordinem, cuſtodiæ ejuſdem Eccleſiæ artiùs deputaris.* Decret. Epiſt. Tit. de Off. Arch. c. 3. Where, the Gloſs upon the Word *Cuſtodiæ*, is, *Ad ipſum etiam pertinet cura & ſolicitudo totius Eccleſiæ*; meaning, not only the Care of the Goods and Utenſils, which had been particularly mentioned; but alſo the Care of the *Fabrick*, and of all things belonging to it.

The Legatin Conſtitution of *Otho* commands Archdeacons to enquire *de Sacris Vaſis & Veſtibus* (Tit. 19. de Archidiaconis.) The Provincial Conſtitution of Archbiſhop *Walter* enjoyns the ſame Archdeacons, *ut diligentem adhibeant conſiderationem ad fabricam Eccleſiæ, & maximè Cancelli, ſi fortè indigeant Reparatione* (Lyndw. Tit. de Off. Archid. c. Archidiaconi, & infra.) And another, of the ſame Archbiſhop, more expreſly thus; *Prouideant Archidiaconi, ut linteamina & alia ornamenta Altaris, ſicut decet, ſint honeſta, & Libros habeat Eccleſia idoneos*----*& ut honor debitus Divinis Officiis in omnibus impendatur.* Lyndw. Tit. de Off. Archid. c. ſint Eccleſiarum.

II. *In Conſequence of the Care of the* Fabrick, Utenſils, *and* Ornaments, *as aforeſaid; it belongs to the Archdeacon, to ſee that all* Gifts *and* Charities, *which have been left or appropriated to the Fabrick of the Church or Chancel, or to the finding of Neceſſaries or Conveniencies of any kind, be faithfully preſerved, and applied to their proper Uſes.* †

† In a Conſtitution of *Stephen Langton*; *Item prouideant* [*Archidiaconi*] *de poſſeſſionibus*----*ne Eccleſia ſuo jure defraudetur* (Lyndw. de Off. Archid c. Ut Archid.) Where *Lyndwood*, tho' he is not ſo clear that the Word *Poſſeſſionibus* means the Tythes, Oblations, &c. is expreſs, as to all Bequeſts for the Support of the Church----*Emolumenta & jura, ad Suſtentationem Ornamentorum & Fabricæ Eccleſiæ, ſive Luminarium, ordinata, legata, vel aliàs quoviſmodo præparata vel acquiſita.*

III. *The* Manſion-houſes *of Incumbents, with the other Edifices, being Eccleſiaſtical Fabricks, erected for the immediate Service of the Church, are, and have*

have long been, the Care of the Archdeacon, equally with the Church it self? *

* In a Constitution of *Othobon*; *Statuimus & præcipimus, ut universi Clerici suorum Beneficiorum Domos, & cætera ædificia, prout indiguerint, reficere studeant condecenter; ad quod per Episcopos suos vel Archidiaconos solicitè moneantur.* Tit. 17. de Dom. Eccl. refic.

IV. *Also*, Parochial Libraries, *erected chiefly for the Use and Benefit of Incumbents, are under the Inspection of the Archdeacon; whose Duty it is, to see that the Books be carefully preserved, and all Benefactions towards the Support and Increase of such Libraries, duly applied.* ∴

∴ In an Act, Entituled, *An Act for the better Preservation of Parochial Libraries*, it is provided, That it shall and may be lawful to and for the proper Ordinary------ or the Arch-deacon, or, by his Direction, his Official or Surrogate, -----in his or their respective Visitation, to enquire into the State and Condition of the said Libraries, and to amend and redress the Grievances and Defects of and concerning the same, as to him or them shall seem meet------ and the said Ordinaries, Archdeacons, or Officials, respectively, shall have free access to the same at such times as they shall respectively appoint. *Stat. 7. Ann. c. 14. S. 3.*

Every Rector, Vicar, *&c.* shall make or cause to be made a new Catalogue of all Books remaining in, or belonging to such Library, and shall sign the said Catalogue, thereby acknowledging the Custody and Possession of the said Books. *Ibid. S. 4.*

A Book shall be kept within the said Library for the entring and registring of all such Benefactions, and such Books, as shall be given towards the same, and therein the Minister shall enter, or cause to be fairly entred such Benefaction, and an Account of all such Books as shall from time to time be given, and by whom given. *Ibid. S. 8.*

Orders and Rules [*made, or to be made, for the good Government of the Library*] shall from time to time be entred in the said Book, or some other Book to be prepared for that Purpose, and kept in the said Library. *Ibid. S. 9.*

V. *The Method which the Ecclesiastical Laws have prescribed to Archdeacons, for the due Discharge of their Office, in the foregoing Particulars, is,* Parochial Visitation; *or, the repairing personally to the Church.*

Church of every Parish, and to the Mansion-house of every Incumbent. ††† In a Constitution of Otho; *De Archidiaconis quoque statuimus, ut Ecclesias utiliter & fideliter visitent.* Tit. 19. De Archidiaconis.

A Constitution of Archbishop *Walter*, requiring Archdeacons to inspect the Fabricks of Churches, says, That this must be done *in Visitationibus Ecclesiarum faciendis.* Lyndw. Tit. de Offic. Archid. c Archidiaconi.

The Canons of 1603. expressly require, that every Archdeacon *survey the Churches of his Jurisdiction once in every three Years, or cause the same to be done.* Can. 86.

VI. *Wherever Defects of any kind are found, the Archdeacon hath Power to enjoin Reparation within a convenient Time, upon pain of Ecclesiastical Censures; to which he is bound to proceed, in case of Neglect or Disobedience.* *

* *Cujus est Visitare, ipsius est comperta corrigere.*

The *Legatine* Constitution of *Otho*, after a general Direction to Archdeacons, to inspect all things, Temporal and Spiritual, belonging to the Church, adds, *Et quæ corrigenda invenerint, corrigant diligenter.* Tit. 17. de Dom. Eccl. reſic.

In the Constitution of Archbishop *Walter*, *Si quos invenerint defectus, certum sub pœna præfigant terminum, infra quem emendentur vel suppleantur,* Lyndw. Tit. de Off. Archidiac. c. Archidiaconi.

VII. *For the future Security of the* Goods *of all kinds, which any Church is already possess'd of; the Archdeacon is to have a particular Account of them, in Writing; that it may appear to him and his Successors, in their succeeding Visitations, whether any of the said Goods, Utensils, &c. have been lost, or alienated.* †

† In a Constitution of *Stephen Langton*; *Habeant etiam Archidiaconi in scriptis redacta omnia ornamenta & utensilia Ecclesiarum; vestes quoque & libros ---- ut videant quæ fuerunt adjecta per diligentiam personarum* [ad quas spectat de talibus providere, Lyndw.] *vel quæ tempore intermedio per ipsarum malitiam vel imperitiam deperierunt.* Lyndw. de Off. Archid. c. Ut Archidiaconi. Where *Lyndwood's* Gloss upon the Clause *In Scriptis*, is this; *Ut hæc Scripta indentata forent, bonum esset; sic ut una pars remaneret penes Archidiacenum, alia penes Parochianos.*

Articles

Articles and Directions

In Order to a

PAROCHIAL VISITATION.

AS it ſeem'd neceſſary, after a long *Diſuſe* of Parochial Viſitations, to premiſe ſomething concerning the Nature of ſuch Viſitations, and the *Right* and *Duty* of Archdeacons to hold them, to the end the general *Deſign* of them might be ſeen, and the Revival appear to be *Uſeful* and *Legal*; ſo, to render them the more *Regular* and *Effectual*, it is equally neceſſary, that all who are concerned, and eſpecially *Church-wardens*, ſhould be *prepared* for them, by particular Inſtructions upon the following Heads:

I. *The* Matters *to be Inſpected, in a Parochial Viſitation.*

II. *The proper* Methods *of Proceeding in it.*

III. *The Things to be done, in* Conſequence *of it, in order to the effectual Remedy of ſuch Defects as ſhall be found.*

FIRST

FIRST HEAD.

The Matters to be Inſpected, in a Parochial Viſitation.

I. The CHURCH and CHANCEL.

1. AS to the * Fabrick
- *Covering* and *Roof*; to ſee, That they be good, and ſecured againſt Rain.
- *Walls* and *Doors*, That they be firm, and the *Walls* well plaiſter'd.
- *Windows*; That they be well glazed.
- *Floor*, That it be paved, plain and even.

* *Decretal. de Off. Archid. c. 1. Lyndw. Tit. de Off Archid. c.* Archidiaconi. Can. 85.

2. † *Furniture*
- *Seats, Pulpit, Reading-Desk, Font of Stone, Communion-Table, Cheſt with 3 Locks and Keys for the Regiſter-Book and other Papers, Bells and Bell-Ropes, Bier for the Burial of the Dead*; That all theſe be firm, convenient, and in good Order.

† Can. 70, 81, 82, 83.

3. ‖ *Books*
- *Great Bible, Common-Prayer*, and *Homilies, Regiſter of Parchment, Book for the Names of ſtrange Preachers, Table of Marriages*; That they be kept well-bound, whole, and fair.

‖ *Lyndw. Tit. de Off. Archid. c.* ſint Eccles. Can. 52, 70, 80, 99.

4. * *Veſtments*
- *Surplice, Hood, Carpet for the Communion-Table, Linen-cloth for the Communion-Table, Linen-cloth to cover the Elements, Cuſhion for the Pulpit, Herſe-cloath for Burial of the Dead*; That all theſe be decent and comely, and kept whole and clean.

* *Otho. Tit.* 19. de Archid. *Lyndw. Tit. de Off. Archid. c.* ſint Eccleſ. Can. 58, 82. Rubr. 13, 14. *Car.* 2.

5.

5. ∴ *Vessels* { *Flagon*, *Chalice*, and *Paten*, *for the Communion*; and a *Basin for the Offertory*; That they be whole and decent. ∴ *Decretal. de Off. Archid. c.* 23. *Otho, Tit.* 19. *de Archid.* Can. 20. *Rubr.* 13, 14. *Car.* 2.

6. * *Ornaments* {
- The *whole* Church, or Chapel, That it be kept in *orderly* and *decent* sort, without Dust, or any thing that may be either noisom, or unseemly.
- *Ten Commandments*; That they be fairly written, and set at the East-end of the Church or Chapel. * *Can.* 82. 85.
- *Chosen Sentences of Scripture*; That they be fairly written upon the Walls, in Places convenient.

II. Benefactions *towards the Repairs, Utensils, or Ornaments of the Church.*

Lyndw. Tit. de Off. Archid. c. Ut Archid.

That the *Lands*, *Moneys*, &c. given to those Uses, be duely secured, preserved, and applied.

III. *The* Church-Yard.

That it be well and sufficiently repaired, fenced, and maintained, with Walls, Rails, or Pales, as have been in each Place accustom'd; that it be also kept clean, and decent; and that the *Trees* growing therein, be duly preserved, and ordered, for the Security of the Church and Church-yard. *Can.* 85. *Stat.* 35. *Edw.* 1.

Othob. Tit. 17. de Dom. Eccl. Ref.

IV. *The* MANSION-HOUSE *of the Rector, Vicar, or Curate; with the other Houſes, Buildings, and Fences, thereunto belonging.*

That all of them be kept in good and ſufficient Repair; and particularly, that the *Manſion* or *Dwelling-Houſe* (over and above the Repairs which are deemed *Neceſſary*) be kept in ſuch ‖ decent manner, as is ſuitable to the Condition of the ſaid Rector, Vicar, or Curate.

‖ *Reficere ſtudeant* CONDECENTER. Othob. Tit. 17. De Dom. Eccl. reficiend.

V. PAROCHIAL LIBRARY *(where any ſuch hath been erected,) with the* Books, *and other* Benefactions, *which have, from time to time, been given to it.*

Stat. 7. Ann. c. 14. S. 3, 4. 8, 9.

That the Place be furniſhed with *Shelves*, *Desks*, and other Conveniences, and be alſo kept clean and dry; that the *Books* be preſerved in good Order, and an exact Catalogue of them taken, and ſigned, by the Miniſter; that all *Monies*, *Lands*, *&c.* given for the Increaſe and Maintenance thereof, be duly regiſter'd and applied; and that all other *Rules* and *Orders*, made for the good Government of the ſame, be obſerved.

SECOND HEAD.

The proper Methods *of* Proceeding *in a Parochial Viſitation.*

1. THE Incumbent and Church-wardens to be regularly *Cited*, to receive and undergo the Viſitation of the Archdeacon.

2.

2. The Archdeacon to be attended by his Register and Apparitor: the *Apparitor*, to testify the due serving of such Citation; the *Register*, to note down the Absence of any of the Parties concerned, the Defects that shall be found, the Decree of the Archdeacon for Reparation of those Defects, and all other things and matters of like nature, which it may be necessary or convenient to Register, in the Course of the Visitation.

3. The Incumbent and Church-wardens to be ready in the Church, on the Day, and at the Hour, appointed and specified in the said Citation.

4. The *Books*, *Vestments*, and *Vessels*, to be all produced by the Church-wardens, and placed in the Vestry, or in some convenient part of the Church or Chancel, against the Hour appointed in the Citation; in order to be severally viewed, and examined.

5. A particular *Account* or *Repertory* of the said Books, Vestments, and Vessels, and of the several Benefactions towards Repairs, Utensils, and Ornaments, as abovesaid, to be ready prepared in writing, under the Hands of the Incumbent and Church-wardens, and to be exhibited to the Archdeacon at the Time of his Visitation.

6. The said *Account* or *Repertory* (being first found true and exact, upon a view of the several Particulars) to be signed by the Register; and a Copy thereof (in like manner signed and attested) to be by him delivered to the Church-wardens, within two Months next ensuing, in order to be deposited in the publick Chest of the Parish.

7. The Incumbent and Church-wardens to accompany the Archdeacon, from the *Church* to the *Mansion-house* belonging to the said Incumbent; and that, together, with the other Buildings, and the Fences, to be in like manner particularly viewed and inspected.

8. The

8. The *Parochial Library* (where there is any ſuch) to be next inſpected by the Archdeacon, accompanied as aforeſaid; unleſs it ſhall be in the Church, or Manſion-houſe; and, in ſuch Caſe, to be viſited together with them.

THIRD HEAD.

The Things to be done, in Conſequence *of ſuch Parochial Viſitation, and in order to the effectual* Remedy *of the Defect which ſhall be found.*

1. THE Incumbent or Church-wardens (as reſpectively concerned, and obliged) to be *Admoniſhed* to repair the Defects, within ſuch time as ſhall then and there be aſſigned by the Archdeacon.

2. The ſaid Incumbent and Church-wardens to *certify* under their own Hands, and the Hands of two or more ſubſtantial Pariſhioners, at the next *General Viſitation* of the Archdeacon, or within ſuch other time as he ſhall judge fit and reaſonable, that the Defects are accordingly repaired.

3. The Certificate ſo made, to be *Entred* in the Acts of the Archdeacon's Viſitation, with reference to the former Entry of the Defect or Defects.

4. In caſe ſuch Certificate is not returned at the Time appointed, then the Incumbent or Church-wardens (as reſpectively concerned) to be proceeded againſt by *Eccleſiaſtical Cenſures* and *Penalties*, until the Defects ſhall be repaired, and a Certificate thereof returned, in the Form and Manner before directed.

F I N I S.